**Description**

[David Geffen School of Drama at Yale](https://www.drama.yale.edu/)and [Yale Repertory Theatre](https://yalerep.org/)(DGSD/YRT) seek an Assistant Dean/ General Manager/Assistant Professor Adjunct to collaborate with the DGSD deans to lead and manage a unique and storied institution: the most comprehensive graduate theater training program in the United States, operating together with the Tony Award–winning LORT theater; Yale Repertory Theatre in downtown New Haven, CT, on the campus of a world-class research university. The minimum salary for this position is $110,000 and has full [faculty benefits](https://your.yale.edu/work-yale/benefits/my-benefits-job-classification).

Reporting to the DGSD/ YRT Associate Dean/Managing Director and DGSD Dean, the Assistant Dean/General Manager participates in strategic and administrative planning and oversight of DGSD and YRT; as Assistant Professor Adjunct, reports to DGSD Chair of Theater Management, teaching classes in area of expertise and mentoring/supervising graduate students. Working in a shared leadership model with the School’s dean and two associate deans, the Assistant Dean fosters an organizational culture that reflects DGSD/YRT’s commitment to developing anti-racist theater practice and ongoing efforts in diversity, equity, inclusion and belonging.

RESPONSIBILITIES

**Assistant Dean/General Manager/Assistant Professor Adjunct**

* In a shared leadership model with three other deans, oversees strategic planning; curriculum development; faculty development; facilities development; diversity, equity, inclusion and belonging and anti-racism programs; financial aid; balance of academic and production needs; and work-study.
* Serves as General Manager for YRT. Overseeing producing/presenting, administrative operations, and organizational budget.
* Supervises Director of Facility Operations.
* Oversees and implements DGSD’s Beinecke Fellows program, school-wide accessibility training projects, periodic (every five years) alumni survey, and EDI symposia.
* Oversees DGSD/YRT Dwight Edgewood program.
* Represents DGSD/YRT on committees at Yale and elsewhere as assigned by the Dean/Artistic Director and Associate Dean/Managing Director.
* Other duties as assigned by Associate Dean or Dean.

Yale University is committed to creating a diverse and inclusive environment and considers applicants for employment without regard to—and does not discriminate on the basis of—an individual’s sex, race, color, religion, age, disability, status as a veteran, or national or ethnic origin; nor does Yale discriminate on the basis of sexual orientation or gender identity or expression. [Yale is an affirmative action/equal opportunity employer](https://oiea.yale.edu/affirmative-action-programs-employment-women-and-members-racialethnic-minority-groups). More information can be found in the [Yale University Faculty Handbook](https://provost.yale.edu/faculty-handbook).

**Qualifications**

EDUCATION/EXPERIENCE

* Minimum of six years of professional theatre experience, or equivalent combination of education and experience.
* Preferred: Master’s degree, graduate conservatory teaching experience.
* Experience, ability, and commitment to diversity, equity,  inclusion and belonging and anti-racism in all areas of operations.

 SKILLS

* Strongly demonstrated listening and oral and written communication skills.
* Strongly demonstrated leadership, analytic, problem-solving, and organizational skills.
* Strongly demonstrated facility for thinking strategically and for long-range institutional planning.
* Strongly demonstrated mentoring skills.
* Strongly demonstrated knowledge of and connections to the national theater community.
* Demonstrated ability to function in a complex environment and to build consensus amongst individuals with diverse objectives; strongly demonstrated ability to foster a team environment.
* Strongly demonstrated ability to work as a team player effectively and flexibly with a large number of faculty, staff, students, interns, and others, with a commitment to a diverse and inclusive workplace.
* Ability to remain focused with frequent interruptions, and to work on and prioritize a wide variety of complicated tasks.

**Application Instructions**

To apply, please submit a cover letter and C.V. Select candidates will be invited for an initial round of Zoom/phone interviews. Finalists will then be asked to submit three (3) letters of reference along with a second round of interviews (on-campus). [Materials should be submitted through Interfolio](https://apply.interfolio.com/105829), which is free to applicants and contains the full job description.